



# *The Commonwealth of Massachusetts*

## *Department of Public Safety*

### *Board of Building Regulations and Standards*

*One Ashburton Place, Room 1301*

*Boston, Massachusetts 02108-1618*

*Phone (617) 727-3200 Fax (617) 227-1754*

*www.mass.gov/dps*

### ***Application for Certification as a Building Code Enforcement Official***

Chapter 143 § 3 establishes minimum qualifications for inspector of buildings, building commissioners and local inspectors. Chapter 168 of the Acts of 1992 expanded these qualifications to include certification. The following passages are excerpted from this section of law (the language is repeated under Section 105.3 and 105.4 of the Sixth Edition of the State Building Code).

*"Each inspector of buildings or building commissioner shall have had at least five years of experience in the supervision of building construction or design or as an alternative, at least a four year undergraduate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. In addition, such person shall have had a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of section thirteen A of chapter twenty-two and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure."*

*"Each local inspector shall have had at least five years of experience in the supervision of building construction or design or in the alternative a two year associate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. In addition, such person shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure."*

An applicant for certification as a building code enforcement official **must** meet or exceed the minimum qualifications stated above for the level of certification desired. In addition, each applicant must have successfully taken all requisite examinations for the category of certification sought.

A candidate for certification as a ***Local Inspector*** must attain passing scores in all examinations required for certification under the National Certification Program for Construction Code Inspector (NCPCCI). A candidate for certification as an ***Inspector of Buildings/Building Commissioner*** must attain passing scores in all examinations required for certification as a Local Inspector. In addition he/she must attain passing scores in all examinations required for certification as a Certified Building Official under the Certified Building Officials Program of the International Code Council (ICC).

Once a candidate accomplishes these goals, he/she may apply to the Board of Building Regulations and Standards on the attached form to receive the Commonwealth's testimonial of certification. Please remember that certification status **must be maintained** through continuing education. For information regarding this and other topics regarding this process, please refer to the ***Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioner and Local Inspectors, 780-CMR R7.***

---

Mail applications to:

Department of Public Safety  
Attn: Kim Spencer 50 Maple Street – Suite One  
Milford, MA 01757-3698  
508-422-1962 . 508-422-1954 fax



# Commonwealth of Massachusetts

## Application for Certification as a Building Code Enforcement Official

bbrs\certif\bceoapplication (Revised 2015)

Date: \_\_\_\_\_

Vote of Committee:

☐ Approve ☐ Denied

Certification Number \_\_\_\_\_

Massachusetts General Law c 143 § 3 requires all individuals who serve as municipal building code enforcement officials to be certified in accordance with regulations promulgated by the Board of Building Regulations and Standards. Please complete this application fully, providing all required attachments. Incomplete applications will be returned. If you have any questions regarding the application process, please call 508-422-1962.

### Applicant Information

Full Name:

*Last*

*First*

*M.I.*

Home Address:

*Street Address*

*City*

*State*

*ZIP Code*

Home Phone:

( )

Email Address:

Work Address:

*Street Address*

*Municipality*

*City*

*State*

*ZIP Code*

Work Phone:

( )

Email Address:

### Level of Certification

✓ Please attach copies of passing results for each exam. ✓ Retain the original results for your files. ✓ Please check off exam sequence completed.

☐ **LOCAL INSPECTOR**

☐ **Building Inspector - NCPCCI Exams**

1A - Building One- and Two- Family Dwelling

1B - Building General

3B - Fire Protection General

☐ **Building Inspector - ICC Exams**

B1 - Residential Building Inspectors

B2 - Commercial Inspector

F3 - Fire Plans Examiner

☒ **INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER - ICC Exams**

Legal / Management Examination

Technology Examination

Mail Application to: Department of Public Safety · 50 Maple Street – Suite One · Milford, MA 01757 · Attn: Kim Spencer

I do solemnly swear that the answers given by me on this application including all attachments are true and complete to the best of my knowledge under the penalties of perjury. Also, I hereby attest to the fact that I have read and understand the minimum qualifications as defined by Massachusetts General Law c 143 § 3 (repeated on the cover page of this application) and attest that I meet or exceed these qualifications by virtue of my education and/or experience. Applicants who are not employed as a building official by a municipality must attach a copy of an up-to-date resume to demonstrate compliance with the minimum qualifications defined by MGL c 143 § 3.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration of Commission: \_\_\_\_\_

MA-RMV

Date of Birth:

SS#:

CSL#:

photo release signature: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_ - \_\_\_\_ - \_\_\_\_ OR \_\_\_\_\_

AUTHORIZATION FOR RELEASE OF RMV INFORMATION: My signature above, or a photocopy thereof, authorizes the Department of Public Safety to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database for use on this application.

Individuals who do not hold a Massachusetts drivers license please submit a color Passport Photo 2 x 2 inches in size taken within the past 6 months showing current appearance.